



COMMAND ACTION GUIDE

HOMELAND SECURITY ADVISORY THREAT LEVEL RED

The Homeland Security **Threat Level Red** indicates a “Severe Condition.” This Severe Condition reflects an imminent threat of terrorist attacks. Under most circumstances, these protective measures for any severe condition are not intended to be sustained for substantial periods of time. **Threat Level Red indicates that an attack is imminent, or has occurred.**

This document outlines the steps to be taken by fire and rescue personnel in the event that Threat Level Red is announced. If there is a general or nationwide announcement by the Department of Homeland Security for a Threat Level Red, the on-duty Shift Chief must closely monitor all available news and information sources for developing emergencies. If there is a specific Threat Level Red announcement for the Washington, D.C. / Baltimore region, or in the event a significant event occurs within this region, but not in Montgomery County, then the on-duty **Shift Chief** must:

- Instruct the Shift Chiefs’ Office to immediately contact the Operations Bureau Chief (who shall notify the CFRCOA Chairman and the Division Fire Chiefs*), and advise that this plan is being implemented.
- Implement Recall Level 1 per Directive #03-21
- Direct E.C.C. to implement Disaster Operations Level 4 and Condition Red Operations.
- Notify on-duty Battalion Chiefs to implement Task Force configurations.
- Respond to the Shift Chiefs’ Office to coordinate operations.

The Incident Management Team (IMT) will form at the Public Safety Training Academy and develop the Incident Management System (IMS). The IMT will consist of but will not be limited to:

DRFS Division Chief, all Deputy Chiefs, assigned LFRD senior Chiefs, all Assistant Chiefs, 12th floor staff, and other pre-determined staff members.

Upon notification to implement Task Force configurations each on-duty **Battalion Chief** must:

- Identify available battalion level resources and form one (1) initial task force, and notify E.C.C. of the selected units and assembly point.
- E.C.C. will place the units on an incident and dispatch them to the assembly point.
- Responding units will status “en-route”, and then “on Scene” upon arrival at the assembly point.
- Once dispatched, these units will not be available for other incidents except as directed under Task Force operations for the duration of the emergency period.
- Once formed into a Task Force all communications will be as prescribed under the Disaster Plan and Annex O of the Emergency Operations Plan.

* The Emergency Operations Center will also be activated and also provide system level coordination unless we are responding under mutual aid to another jurisdiction.



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- **Battalions 1, 4, and 5** will form Firefighting Task Forces.
- Each firefighting task force will consist of 2 engine companies, 1 special service (truck or tower preferred), an EMS unit and a command officer. Heavy units will be staffed with 4 personnel each. Each task force will have Medic capability assigned to the heavy units.
- **Battalion 2 Task Force will be the Haz-Mat Task Force.** Fire Stations 20 and 28 personnel will move to Station 7 to fill out the Haz-Mat Task Force personnel complement. E281, E201, and AT20 will be placed on a detail until recalled personnel arrive and place the unit back in service.
- **Battalion 3 Task Force will be the US&R Task Force.** Fire Stations 29 and 31 will form the core of the US&R Task Force personnel complement at the rescue mall. With the exception of RS291, one EMS unit and the US&R specialty units, all other units will be placed on a detail until recalled personnel arrive and place the unit back in service.
- Notify E.C.C. and the Shift Chief when the Task Force is operational.
- Assume Command of the Battalions under Disaster Level 4 Operations until relieved by a designated **Battalion Command Team**.
- **As additional staffing becomes available each Battalion should focus attention to returning abandoned units to service (FS20,28,29,31), increase staffing levels to a minimum of 4 personnel per firefighting units and 3 personnel per EMS unit, and then staff additional apparatus (Decons 19 and 26, cross-staffed units, all tankers, and reserve apparatus) as appropriate to each battalion area.**
- If communications fails with E.C.C then each Battalion will automatically switch to their pre-assigned radio alternates which are:

Battalion 1: Talk Group 7C (INC10)

Battalion 2: Talk Group 7G (INC20)

Battalion 3: Talk Group 7K (INC30)

Battalion 4: Talk Group 8C (INC40)

Battalion 5: Talk Group 8G (INC50)

- Under the mutual aid agreements with COG, units will deploy upon request from another jurisdiction to that jurisdiction only in an organized task forces. This will facilitate immediate insertion by the incident commander and unit accountability.

Upon notification to implement Task Force configurations the **EMS Duty Officer** will coordinate with the B.C.C. Rescue Squad Duty Officer to form an EMS Strike Team. The EMS Strike Team will use resources from Rescue Company 1 and Rescue Company 2, as necessary, and will consist of two (2) ALS units, three (3) BLS units and one (1) command officer.



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Upon notification to implement Disaster Operations Level 4 / Task Force configurations, a Battalion Command Team will be formed at the DFRS Battalion Office. The **Battalion Command Team** is responsible for all operations within their Battalion as specified in the Disaster Plan. The Battalion Command Team will consist of: three assigned career Battalion Chiefs and two assigned senior volunteer Chief Officers. A current roster of designated individuals must be maintained at all times.

- **The Battalion Command Team must assume all the responsibilities of the Battalion Commander as specified in the Disaster Plan and Annex O of the Emergency Operations Plan.**
- The Battalion Command Team must develop and recommend to the IMT a relief Team comprised of available senior career and volunteer command officers for relief purposes if operations extend beyond an initial 24 hour period.
- Under no circumstances shall a MCFRS unit self-deploy to an incident under threat condition red or orange.

Upon **recall** the following initial standing orders for all responding **off-duty career and volunteer personnel** are in effect:

- All out-going telephone calls from Battalion Command will be via the Battalion Assigned telephone numbers.
- All in-coming calls to Battalion Command will be via the station telephone number of the station where Battalion Command is located.
- Recall personnel are to report to their normal duty stations and receive an assignment from the station officer in charge.
- If no station officer is present, recall personnel will immediately notify the Battalion Office of their presence and availability.
- If available apparatus are present, recall personnel will form minimum staffing crews and notify the Battalion Office of their availability and request assignment. **Stations must not place additional apparatus in-service directly through E.C.C. This restriction is to help reduce E.C.C. work load and ensure command and control of resources during disaster operations.**
- If no available apparatus are present at the station, personnel should remain at the station until directed otherwise by Battalion Command.
- Recall volunteer chief officers should respond to their local fire station and report their availability to the Battalion Office.



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Station and Apparatus Security Procedures for Threat Level Orange

Whenever the Department of Homeland Security raises the threat level to Orange the following security measures will be taken:

- Stations will check fuel levels in generators and ensure fuel supplies are full
 - Station security should be closely monitored by all personnel and all incidents or suspected unusual activity reported to their Battalion Chief.
 - Check station phone list and maintain rooster of all personnel assigned.
 - Ensure official issued Identification for all employees (both id and PAS id).
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Station and Apparatus Security Procedures for Threat Level Red

Whenever the Department of Homeland Security raises the threat level to Red the following security measures will be taken:

- Apparatus bay doors will remain closed at all times, except when personnel are performing apparatus check outs and vehicles are running. When leaving the station for routine matters or for emergency responses, the unit officer will manually close the apparatus bay door before getting on. Do not use timers.
 - Apparatus will not be left unattended any time it is outside of the station, except for single unit EMS responses. Do not leave compartment or cab doors open at any time. Equipment and radios will remain secured at all times. Portable radios will not be left unattended.
 - Stations are to remain secured at all times. All doors will be locked. From 0700 to 2100 hours, a watch will be posted to ensure station security. The station officer will check station security prior to going to bed in the evening.
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Call Back Procedures for DFRS Personnel

- **Level 1:** The DFRS Division Chief or designee will make the determination for a Level 1 call back. Once it is made the notification process will begin:
 - a. This level of call back includes all Deputy Chiefs, Assistant Chiefs, Battalion Chiefs, all ALS certified providers, US&R, Haz-Mat and NMRT Specialty Team Members, Day-workers, Light Duty Personnel, and Scheduling personnel regardless of shift. Also all personnel scheduled to work the next day regardless of Kelly day or day of occurrence. All Level 1 personnel are to report to their normal work assignment location and advise the Station Officer of their arrival. All Health/Wellness/Safety and Special Operations bureau



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assigned personnel will report to the PSTA unless otherwise advised to report to a predetermined location by their respective Deputy Chief. The Station Officer is then responsible for advising the Battalion Chief of personnel availability. If no Station Officer is available then personnel will contact the Battalion Chief directly and advise of their availability. The Battalion Chief will coordinate all assignments of personnel. Personnel will not assign themselves to a particular unit or task without direction from the Battalion Chief or Station Officer. Personnel should expect, at a minimum, to stay the remainder of that shift and their next regularly scheduled shift. Once you are called and contact is made, you are required to report to your work site ASAP.

- b. Notification will be made by:
 - 1. ECC with a radio announcement,
 - 2. Scheduling including the use of Telestaff,
 - 3. Public Media (Radio and TV within the Washington and Baltimore Metropolitan area)
 - 4. Station Officer or work site personnel. The Station Officer will provide the Battalion Chief a list of personnel contacted and the result of that contact.
- c. For compensation purposes this will be the same as any other call back.

- **Level 2:** (None, saved for future consideration)
- **Level 3:** This decision will be made by the DFRS Division Chief or designee based on the needs of the incident.
- All personnel, regardless of Bureau assignment, are required to report to their work site or predetermined location and await direction. Personnel should expect to stay, at a minimum, the remainder of that workday and the next workday.